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DD/S&T-1705-63

16 OCT 1963

MEMORANDUM FOR: Deputy Director/Support

SUBJECT : Installation of Call Director at
Secretarial Position for the DD/S&T

1. This memorandum requests approval for the installation of a call director at the secretarial position so as to enable this individual to service incoming calls for the Deputy Director for Science and Technology.

2. Justification for the proposed installation is as follows:

(a) Presently the secretary must respond to certain calls received on the call director by physically entering the office, also she is unable to service all incoming calls when the DD/S&T is engaged in telephone conversation.

(b) Frequently, the DD/S&T convenes conferences in his office and desires that incoming calls be serviced at the secretarial position so as to eliminate disturbances caused by the call director.

3. Charges incurred in connection with the installation will be borne by the DD/S&T. The appropriate cost center to be charged is

Executive Officer
Deputy Director
(Science and Technology)

Distribution:

Orig. & 1 - Addressee

1 -
1 -
1 -

2 - DD/S&T Registry

1 - OL/DD/S&T

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